



## MEETING MINUTES

### INFORMATION SESSION #2: WEDNESDAY MARCH 21, 2007 (11:00AM – NOON)

Place: NWML Conference Room 2200 / Dial-in: 1-866-213-9246 / Confirmation #: 8411368

Meeting Facilitator: Janice Roberts (Minutes prepared by Lisa Davis)

Purpose of monthly meetings: To share information and provide updates about the ERA system development with the ERA Increment 1 Stakeholders. **The major focus today is the Training Strategy for Increment 1, Release 2.**

#### I. Brief Introductions and Re-Introductions:

Increment 1 Agency	NARA Appraisal Archivists (NWML/NR)	NARA Center for Electronic Records and Special Media (NWME:Transfer/Ingest)	Other NARA (Access Programs)
NAVO	NR: Randy Jones (Atlanta NWML: Jill Glenewinkel	John Powell	NR: Gina Williams/Atlanta NWCT: Edward Smith NWMD: Lynn Stewart
BLS – Karen Burnette (RO)	NWML: Jim Cassedy	Ted Hull	
USPTO – Susan Fawcett (RO), Khanh Chun (IT)		Brett Abrams	
NNSA – Brandy Freement (Dept. of Energy)	NWML: Sue Elter NR: Karen Shaw/KC		
<b>Other NARA attendees:</b> Lawrence Brewer/NWML, Julie Hunsacker/NWML, Jerry Nashhorn/NWML <b>ERA Attendees:</b> Richard Steinbacher, Adrienne Reagins (ERA Training Officer), Janice Roberts, Lynn Bernard, Erin Brown, Lisa Davis, Rita Cacas (ERA Communications Officer)			

#### II. ERA Updates: February and March Human Factors sessions

- The Human Factors sessions have been going very well. We are more than halfway through (3 weeks have been completed out of five total weeks of activity). Lisa reminds the group that each week's focus is on a particular system function. Next week, the focus will be on records scheduling.

#### III. PowerPoint Presentation on Training

- Adrienne Reagins walks the group through the training presentation.
- The ERA training mission: to ensure that ERA users are equipped with the knowledge and tools necessary to use the ERA system.
- The ERA training window begins in mid-Aug and ends in mid-Sep – three weeks before and three weeks after Initial Operating Capability (IOC). The reason for this six-week window is because training must share the connection in the ERA lab with their counterparts in testing, security, etc., and the lab will not be available for training after September.
- The training team will make several assumptions about those attending ERA system training, including that attendees have prior knowledge of records management. If they have not already, it is highly recommended that attendees complete ERA's Records Management courses prior to attending ERA training.
- Each Agency is requested to provide 1-4 representatives to be trained.
- Questions to consider when determining who should be trained on ERA include: Who will actually be using the system? Do they have RM experience and technical knowledge of agency records?
- Adrienne: You will not be allowed to access the ERA system if you have not completed ERA Training.
- ERA training consists of the following modules: "Navigating the ERA System," "Scheduling electronic records," "Transferring electronic records," and "Ingesting electronic records."
- **Question:** Is any of this training going to be offered remotely?
  - **No**, not for Increment 1, Release 2, although remote training is being considered for future releases.
- **Question:** Will this information be provided to NARA unit supervisors so they can allocate time appropriately?
  - **Yes**, NARA managers have already received the list of courses and who needs to take them.
- **Question:** Does everyone have to take all courses, or only courses that apply to our day-to-day work?
  - You will only take the courses that apply to your day-to-day work.
- **Question:** Does everyone have to take ERA navigation? **Yes.**
- A note about Records Scheduling – a lot of the work will be done outside of the system for the time being, but the actual approval of schedules will take place in the system. This will be discussed further in training.
- **Question:** Are there separate sessions for Agencies and NARA staff?
  - For now, it has been decided that Agency representatives and NARA representatives will be trained in the same classroom so that everyone can understand the "big picture" of their respective functionalities. However, for some modules, if there appears to be a logical breakup between what is taught to Agencies versus NARA staff, separating the training can be considered.



**National Archives and Records Administration**  
**The Electronic Records Archives (ERA) Program**  
**NARA Communications with the ERA Increment 1 Agencies**

- **Question:** Has NARA looked beyond Increment 1 to how training will be conducted for other Agencies and NARA field offices? **Yes**, the training team is working on figuring that out right now.
- **Question:** What is the packaging tool?
  - The packaging tool is a stand-alone application that easily packages any records and associated documentation that an agency wants to send to NARA. This tool can be accessed via the ERA system, or it can be accessed via a user's desktop with no need for an Internet connection. Note: the tool does **not** send electronic records to ERA – it only organizes them in a manageable 'container' for easy shipment to NARA. The records can then either be sent electronically or they can be saved to physical media for shipment.
- **Question:** If an Agency's technical staff will be doing actual electronic transfer, what kind of records training should they have before they come to ERA system training? Normally we wouldn't expect them to have much records management training.
  - Consult with your NARA representative and he/she can provide a list of appropriate classes.
  - Action: Jim Cassidy will provide BLS with a list of courses that might be helpful.
- **Question:** Can we also send that list of classes to NARA staff out in the field so they can share that information with their Agency counterparts, and also know what classes would be helpful to refresh their own knowledge?
  - Action: Lawrence and Rita will touch base with regional staff regarding sending the list of relevant records management classes to them in preparation for ERA system training (for both their Agency counterparts and themselves).
- ERA Training Timelines
  - April 18, 2007 – Submit the names of your Agency representatives to be trained to NARA
  - May/June 2007 – Register for training
  - Prior to August – Take any records management courses, if needed
  - August 2007 – ERA System Training begins
- **Question:** Regarding NARA proxies, if we get transfers into ERA that are on a paper schedule, wouldn't it mandate that we put that schedule into ERA? For example, we may get accessions on a yearly basis, from a transfer that is only on paper. The inputting of that schedule may become burdensome.
  - **Yes.** NARA's Business Process team is working on the procedures that will enable NARA staff to work together to make sure all the information that needs to get into the system does so.
- **Question:** Do any new folks from the agency need to sign non-disclosure agreements (NDA) for Lockheed?
  - **Yes.**
  - Action: Rita will provide PTO with the NDA form
- **Question:** What kind of format must electronic transfers to ERA be in?
  - Laurence: The schedule should list the acceptable types of format the records in that schedule can be in. Rita notes that the original vision for ERA was to be able to accept any kind of record format, but at IOC, ERA will be limited to taking in only the six types of electronic records that NARA currently accepts and has provided transfer guidances for.

#### **IV. Review Question & Answer Handout**

- Erin Brown and Lawrence Brewer go over the answers to the "Answers to Your Questions" document that was sent electronically to all attendees prior to the meeting.
- Karen Burnette: there may be impacts to Agency infrastructure regarding capacity, i.e., having the bandwidth to make transfers. Rita notes that Jan Filsinger's open action item to outline the ERA system requirements for Agencies will clear this up.

#### **V. Action Items**

Item #	Assigned To	Due	Action Description
1	J. Filsinger	3/2/07	Draft and send to Rita document outlining information needed from 4 agencies;
2	R. Cacas	3/2/07	Review, edit, and obtain approvals; distribute document to agencies.
3	J. Cassidy	3/23/07	Provide BLS with list of RM courses to prepare BLS staff for ERA training.
4	L. Brewer	3/28/07	Provide NR with list of RM courses to prepare for ERA training.
5	R. Cacas	3/23/07	Susan Fawcett to send non-disclosure copies for PTO employees new to ERA.

#### **VI. Some reminders**

- Next meeting: Wednesday, April 18<sup>th</sup>
- BRIDG Thursday, April 19<sup>th</sup> (tentative)
- RACO Tuesday, May 8<sup>th</sup>